

WE ARE
HIRING!!

HWMA
Law Firm

Secretary

Requirement:

Max 27 years old,
Diploma/Bachelor degree from Secretarial,
min. 1 years experience as secretary or fresh graduates,
Fluent in English,
Computer skills are required, particularly Ms. Word
and Ms. Power Point,
Good attitude and hard working,
Good time management, fast and detail,
Possess excellent communication &
interpersonal skill and proactive.

Kindly submit your CV to:

HWMA Law Firm

ITS Tower 8th & 9th floor, Nifarro Park

Jl. Raya Pasar Minggu KM 18

Jakarta Selatan 12510

www.hwmalaw.com

or

email to: recruitmenthwma@gmail.com

subject: **Secretary**

